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7 AUG 1964

MEMORANDUM FOR: Director of Personnel

SUBJECT : Materials Pertaining to Career Management

REFERENCE : Your memorandum, Subject: Review of Career Management Activities, dated 22 July 1964

1. As requested in reference, the following materials pertaining to the Medical Career Service and career management activities are forwarded:

a. Medical Staff Regulation No. 20-5, Medical Staff Career Program, as revised 23 January 1962. (This is currently being revised.)

b. Medical Staff Notice No. 20-51-1, Medical Staff Career Service, Medical Technicians Panel, as revised 1 August 1960.

c. Sample of a memorandum announcing an overseas assignment vacancy.

d. Sample of a memorandum notifying of eligibility for career employee status.

e. Sample of a report from a Competitive Evaluation Panel.

f. Sample of a dispatch notifying a chief of station that an SD:SM employee has been found qualified for promotion.

2. This staff would be pleased to assist in your current review as you may find desirable.

JOHN R. TIETJEN, M.D.  
Chief, Medical Staff

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Enclosures:

As stated above

DOC	3	REV DATE	4 MAR 1962	RY	029725
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JUST	22	NEXT REV	20/2	AUTH	NR 13-2

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MEDICAL STAFF REGULATION  
NO. 20-5

PERSONNEL  
Revised 23 January 1962

Encl 1

### MEDICAL STAFF CAREER PROGRAM

Rescission: Page 1 of MSR 20-5 Revised 27 February 1961

#### 1. POLICY

It is the policy of the Medical Staff to establish and maintain optimal conditions of employment wherein through equal opportunity and individual consideration employees of the Medical Staff may achieve personal satisfaction and just remuneration in accomplishing together the Medical Staff mission and function.

#### 2. MEDICAL STAFF CAREER SERVICE BOARD

25X1A a. The Medical Staff Career Service Board is established in accordance with [REDACTED] dated 15 September 1961.

##### b. Organization

Chief, Medical Staff. . . . .	Chairman
Deputy Chief, Medical Staff . . . . .	Voting Member
Chief, Clinical Division. . . . .	Voting Member
Chief, Psychiatric Staff. . . . .	Voting Member
Chief, Operations Division. . . . .	Voting Member
Chief, Support Division . . . . .	Voting Member
Personnel Officer, Medical Staff. . . . .	Executive Secretary
Secretary to Chief, Medical Staff . . . . .	Recording Secretary

Additional appointments will be made by the Chief, Medical Staff, as necessary.

##### c. Functions

The Medical Staff Career Service Board will perform the following functions:

(1) Review the policies and procedures in regard the recruitment and selection program of medical personnel at least annually.

(2) Review the policies and procedures in regard the training program as it pertains to medical personnel at least annually.

(3) Review requests for personnel actions to assign, reassign, promote, demote, or separate.

(4) Review training requests.

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NO. 20-5

PERSONNEL  
Revised 27 February 1961

- (5) Schedule a periodic review of all medical personnel to ensure proper grade and assignment.
- (6) Review all fitness reports or equivalents.
- (7) Monitor and review career development planning.
- (8) Submit recommendations to the Chief, Medical Staff, based on the foregoing.
- (9) Obtain advisory assistance, including the appointment of a Technicians' Panel and such other temporary or permanent panels as may be indicated.

d. Administration

(1) The Executive Secretary:

The Executive Secretary is responsible for ensuring that material for Board consideration is appropriate, for providing essential information which will ensure efficient Board action, for providing recommendation after coordination with the Chief, Support Division, and for providing administrative expression of Board activities.

(2) Meetings:

Meetings will ordinarily be scheduled by the Executive Secretary at least on a semi-monthly basis. Special meetings will be held when so requested by a Member of the Board. The Executive Secretary will ensure that at least one meeting a year is devoted to each of the Board functions outlined in paragraphs c(1) and (2) above.

(3) Procedures:

The Board will establish procedures necessary for the accomplishment of its functions.

3. GUIDANCE

a. Recruitment and Selection

In addition to performing the administrative aspects of recruitment and selection, the Chief, Support Division, will:

- (1) Establish and maintain long-range forecasts for such purposes based on recommendations obtained from the Medical Staff and the Operations Division in particular.

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(2) Establish and maintain a technicians registry and such other registries as may be practicable.

(3) Establish and maintain minimal administrative standards and qualifications for eligibility.

(4) In accordance with the Medical Staff policies, establish and maintain processing procedures pertinent to evaluation including:

- (a) Physical evaluation
- (b) Psychiatric interview
- (c) Security review
- (d) Staff review

b. Assignment

Assignment will be based on qualification. In general, medical personnel, nurses and clerical personnel excepted, will be considered available for overseas assignment. However, a career in the Medical Staff will not be based solely on such availability. Assignment procedures will include long-range forecasting and early appointment.

(1) Entrance on Duty:

Each individual entering on duty will be assigned in order to satisfy training indoctrination requirements preparatory to initial duty.

(2) Initial Duty:

In general, new employees considered available for overseas assignment will be required to serve an initial tour of duty overseas.

(3) Overseas Assignment:

Overseas assignment will be accomplished in accordance with Agency regulations.

(4) Headquarters Assignment:

The normal Headquarters tour of duty will be for two years with a minimum of one year being required. Exception requires the approval of the Chief, Medical Staff.

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NO. 20-5

PERSONNEL  
28 July 1959

(5) Rotation:

There is no fixed policy of rotation. Rotation may result from assignment-reassignment principles but will not exist as an independent, mandatory mechanism.

(6) Reassignment:

Reassignment will be made after due consideration has been given to individual needs and Medical Staff requirements.

(7) Assignment to Positions of Higher Grades:

In making such assignment, all eligible Medical Staff personnel will be considered.

c. Promotion

(1) Promotion is based on competitive performance, capabilities, and ability to accept greater responsibilities. Examination and testing procedures will be established as applicable.

(2) It is the policy to fill the top positions of the Medical Staff from within. However, the Chief, Medical Staff, will make exception to such policy when, in his opinion, position requirements could not be satisfied by on-duty capabilities.

d. Training

(1) Emphasis is placed on individual initiative as related to training. Training opportunities will be made available to Medical Staff personnel and procedures established whereby application may be made. Procedures will provide for on-duty training and formal training within the Medical Staff, within other Agency offices, or at facilities outside the Agency, as appropriate.

(2) Minimal training requirements will be established for initial appointments, subsequent assignment, and when indicated, for promotion consideration.

e. Career Planning

Career planning is the responsibility of the Medical Staff Career Service Board, supervisory personnel, and the individual concerned.

(1) The Medical Staff Career Service Board

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MEDICAL STAFF REGULATION  
NO. 20-5

PERSONNEL  
28 July 1959

The Medical Staff Career Service Board will:

- (a) Obtain advice from the Technicians Panel and such other panels as may be appointed as to current planning patterns.
- (b) Obtain periodic individual statements of interests and preferences from each Medical Staff employee and review the same.
- (c) Provide opportunity for personnel expression of ideas to the Board.
- (d) Review career planning recommendations and indicate areas of needed development.

(2) Supervisors

Supervisors are responsible for submitting career planning recommendations on employees within their respective components and accomplishing fitness reports. Fitness reports or their equivalents will apply to all Medical Staff personnel including those assigned overseas. Fitness reports will be discussed in detail with each employee rated.

(3) Scope of Career Planning

Inasmuch as the Medical Staff is a small office as compared to many other Agency offices, and opportunities, in theory at least, are mathematically limited, consideration and assistance will be given the transfer of individual cases to other components of the Agency when such action serves the best interests of all concerned.

/s/  
[REDACTED], M.D.  
Acting Chief, Medical Staff

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MEDICAL STAFF NOTICE  
NO. 20-51-1

PERSONNEL  
Revised 1 August 1960

MEDICAL STAFF CAREER SERVICE  
MEDICAL TECHNICIANS PANEL

Rescission: Medical Staff Notice No. 20-51-1, dated 14 July 1960

Effective this date, the composition of the Medical Technicians  
Panel is as follows:

Chairman

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JOHN R. TIERJEN, M.D.  
Chief, Medical Staff

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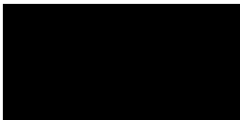


28 January 1964

MEMORANDUM FOR: Chief, Clinical Division  
Chief, Operations Division  
Chief, Support Division

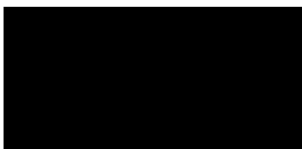
SUBJECT : Overseas Vacancies Medical Service Officers - GS-11

1. In accordance with the procedure agreed to at the Medical Staff Career Service Board meeting of 10 April 1957, announcement is hereby made of overseas openings for Medical Service Officers at the following stations:

<u>Station</u>	<u>Grade</u>	<u>Date of Arrival</u>
	GS-11	1 Jun 1964
	GS-11	1 Aug 1964

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2. It is requested that the names of any individuals in your division, GS-09 and above, who desire to be considered for these assignments be forwarded to the Personnel Officer, Medical Staff, as soon as possible. Your own comments on the suitability of any names are also requested.

  
Personnel Officer  
Medical Staff

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31 January 1962

MEMORANDUM FOR: Chief, Psychiatric Staff

SUBJECT : Career Employees

1. The following Medical Staff Personnel assigned to your division are eligible for Career Employee Status. It is requested that you advise them of their eligibility and request that they submit to the Board a statement of their desires and intent in this regard. Your recommendations on these statements are also requested:

2. As these applications are to be considered at the Medical Staff Career Service Board meeting scheduled for 6 February 1962, it is requested that the Statement of Intent be received no later than Monday, A.M., 5 February 1962.

  
Executive Secretary  
MSCSB

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MS SD/MJF:job

Distribution:

Orig - Addressee

2 - Each individual's MS File

1 - SD/MS Chrono

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ORIGINAL DOCUMENT MISSING PAGE(S):

No attachments of Medical Staff

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21 April 1964

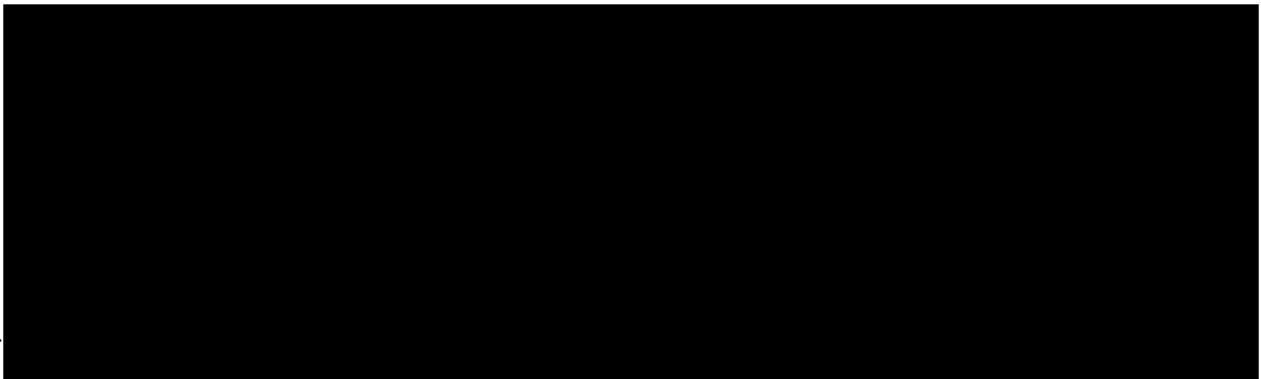
MEMORANDUM FOR: Chairman, Medical Career Service Board

SUBJECT : Report of Competitive Evaluation of SD:SM Medical  
Technician Personnel in Grade GS-9

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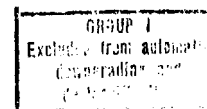
As requested, the Competitive Evaluation Panel, composed of the undersigned, met this date to evaluate, under the provisions of [REDACTED] SD:SM Medical Technician personnel in the grade of GS-9, regardless of time-in-grade. Individuals evaluated were found to merit promotion in the following order, with the figure behind each name indicating the Panel's numerical consensus (lower figure indicating higher rating with scale ranging from 3 to 42):

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Encl 5

~~EYES ONLY~~



Encl. 6 on  
Promotions

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25X1A6a Chief of Station, [REDACTED]

Chief, Medical Staff through Chief, AF Division

Promotion Recommendation for [REDACTED]

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25X1A REY: [REDACTED]

1. As a result of a competitive evaluation for promotion under

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[REDACTED]  
GS-9, Medical Technician, has been found qualified for promotion.

2. Your recommendations and/or comments in this matter are requested.

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25X1A6a Distribution:

3 - COS, [REDACTED]

[REDACTED]  
JOHN R. TIETJEN, M.D.

Encl 6

Date Typed: 19 Mar 64

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[REDACTED] 26

31 MAR 1964

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- 1 - AF/Pers
- 1 - C/AF/SS
- 1 - Subj's MS File
- 3 - O-DC/MS
- 1 - ED/MS

SD/MS

[REDACTED] Jv

AF/Pers

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